

PROPOSED CHANGES TO THE CITIZEN PARTICIPATION PLAN – IN RED

12. Criteria & Procedures for Amendments & Substantial Amendments to Action Plans and/or the Five Year Consolidated Plan

A “substantial amendment” is an amendment to the Consolidated Plan or Annual Action Plan that requires 30 days of public comment. Prior to submitting substantial amendments to HUD, Clark County will provide citizens with a 30-day notice (advertised in The Columbian and by mailing list) of an opportunity to comment whenever a substantial amendment is being proposed for the Clark County CDBG and HOME programs. Clark County shall consider any comments received in preparing substantial amendments. A summary of all comments received shall be attached to any substantial amendment of the plan. Any comments that are not accepted (that is, comments that do not result in changes) shall be included in this summary along with the reason they were not accepted.

A substantial amendment is defined as:

- a) Changes to any of the goals, policies, or procedures identified in the Consolidated Plan.
- b) Changes to the CDBG or HOME budget for a project by an amount in excess of twenty five percent (25%) or \$8,000, whichever is greater;
- c) Changes in the purpose, scope, beneficiaries, or location of the project;
- d) A change in allocation priorities or method of distribution of funds;
- e) A change in the source of funding, from one source to any other source (including program income) covered by the consolidated plan; or
- f) Cancellation of an existing project or adding a new project.

Changes that are not considered substantial amendments:

- a) Changes to the CDBG or HOME budget for a project by an amount that is less than 25% or \$8,000, whichever is greater;
- b) Consolidated Plan data updates: Consolidated Plan data updates such as census data, income limits, and fair market rents, HOME high and low market rents, Home subsidy limits, and similar types of data shall not be considered a substantial amendment;
- c) Minor change in project location: A minor change in location on a specific property is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same;
- d) Project Budget Line Item change: The transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line item (e.g., construction rather than engineering) does not constitute a substantial change.